



US ARMY GARRISON-MIAMI IN-PROCESSING CHECKLIST
WELCOME TO USAG-MIAMI! WE ARE GLAD YOU ARE JOINING OUR WORKFORCE.
 All Phone extensions are commercial (305) 437-#### or DSN 567-####

EMPLOYEE NAME:			EOD DATE:			
PP-SERIES-GRADE:		POSITION TITLE:		TDA PARA & LN:		
SPONSOR/SUPERVISOR NAME:			PHONE:			
SPECIAL INSTRUCTIONS: Sponsor/Supervisor will: (1) personalize this form, including listings of all Directorate POCs, and transmit to the incoming employee; (2) if new employee has existing CAC, prior to first duty day call x2347/2677 and provide name of new employee to facilitate installation access; (3) if employee is new to federal service, ensure CPAC submits HSPD-12 at least 72 hours prior to the Installation Visitor Control Center, x3483/3484, to facilitate installation access; (4) ensure completion of Army Required Training as listed in AR 350-1, Army Training and Leader Development (https://armypubs.army.mil/ProductMaps/PubForm/AR.aspx). Links below include local requirements.						
Step	Task	Requirements	Location	POC	Initials	Date
1	Arrive at USAG-Miami	Employee: Bring all paperwork/certificates and TWO government issued forms of photo ID to: 9301 NW 33 rd Street, Doral, FL 33172, arrival time 0800				
	Garrison Website: https://www.southcom.mil/USAG-Miami/					
2	In-process w/CPAC	Oath of Office (new empl.)	Telephonic	CPAC (Ft. Buchanan)		
3	In-process w/DHR	HR logs new employee in	Rm E2066	DHR Representative, x1987		
4	ID/DEERS Receive CAC	Employee must already have an AKO account established	Rm A1102 x2718	ID/DEERS (Sponsor makes appointment prior to arrival)		
	AKO: https://amid.us.army.mil/					
5	ADPAAS MilConnect J-1 Muster	a. Verify ADPAAS Profile b. Verify/Update MilConnect c. Add to J-1 Muster		<i>Directorate POC: please print your full name here.</i> _____		
	SOUTHCOM NIPR/SIPR Account: Sponsor will download and fill out forms. https://intranet.ent.southcom.mil/sites/usanec/o/o-c/SitePages/USSOUTHCOM%20ACCOUNT%20REQUEST%20PROCEDURES.aspx					
	ADPAAS Website: https://adpaas.army.mil (CAC Card required) MilConnect Website: https://milconnect.dmdc.osd.mil/milconnect (CAC Card required)					
6	ALERT	Create Profile in ALERT	Rm E2066	Samuel Melendez, x1978		
	ALERT Website: https://alert.csd.disa.mil (CAC Card must be issued first)					
7	Personnel Security	a. Review JPAS/DISS b. Validate Investigation c. Receive Security Brief d. Schedule SCI Indoctrination	DOO Rm E2079	Stephen Leyh, x1183		
	Badging Office	Receive SOUTHCOM Badge	Badging Office			
8	Directorate of Operations	a. Training b. Emergency Management c. SharePoint d. OPS 101 (for Directors/Chiefs)	DOO Rm E2079	Jason Juarez, x2174		
9	SIPS	Input Employee into SIPS	Rm A1031	Ana Adams, x1936		
10	Information Management Office (IMO)	a. Cyber Awareness Training b. Set up Email (NIPR/SIPR) c. Add to Distro Lists	Rm E2095	Alex Martinez, x1431		
11	Resource Management	a. Civilian Payroll b. Defense Travel Svc c. Gov. Travel Card (APF/NAF)	Rm E2028	<u>APF Employees:</u> Carlos Rodriguez, x2643 carlos.f.rodriguez12.civ@mail.mil		

Pay (DCPS): Email W4, SF1199A, & scan of voided check (or bank memo with account # and routing #) to POC.
 Time and Attendance (ATTAPS): Email EDIPI# (back of CAC), official email address, team/roster you belong on, and LOA to POC.
 Travel (DTS): Email name, SSN, and DTS 101 training certificate to POC.
 Travel Credit Card (GTCC): Email GTCC #, Statement of Understanding, and Travel Card 101 certificate to POC.
 SF1199A: <https://www.gsa.gov/reference/forms#>
 DTS 101 and Travel Card 101: <https://www.defensetravel.dod.mil/neoaccess/login.php>
 GTCC SOU: https://www.defensetravel.dod.mil/Docs/GTCC_SoU.pdf

Step	Task	Requirements	Location	POC	Initials	Date
12	FMWR	NAF Payroll (E-Pay)	Rm B1053	Jill Hauser, x1682		
13	Safety	Safety Briefing	Rm E2061	Jose Melendez, x1143		
Safety Site: https://intranet.ent.southcom.mil/sites/usag/ISO/pl01/Home.aspx . Complete Risk Management & Safety Course.						
14	Installation Legal Office	a. OGE 450 (Financial Disclosure) b. Ethics Training	Rm E2081	Bobbie Garrison x1734		
Update/initiate OGE 450 Report (if applicable): https://www.fdm.army.mil/ Ethics Training: https://www.jagcnet2.army.mil/ethicstraining is required for all new federal employees, and is an annual requirement for OGE 450 Report filers.						
15	Equal Employment Opportunity (EEO)	Anti-Harassment / No FEAR Training	Rm E2111	Karen Vickers, x1826		
Anti-Harassment No-FEAR Training: https://www.atrrs.army.mil/selfdevctr - Course #: 203A – Non-supervisors; 203B – Supervisors – must be completed within 30 days for new employees and is a mandatory annual requirement.						
16	SHARP/SARC	Receive information on services provided by SHARP/SARC	Rm E2111	Desiree Chavarria, x1986		
17	Office Setup	a. Employee Signs for Keys b. Setup Office Phone/Msg c. Issue Gov't Cell Phone d. Issue Gov't Laptop/VPN		Directorate Key Custodian Directorate Hand Receipt Holder (If req. Phone Maint., x1919)		
	DPMAP Plan	Discuss Performance Standards Initial Performance Plan S: NLT 30 days from EOD		Supervisor/Employee sign		
DPMAP: https://compo.dcpds.cpms.osd.mil/ . Must log in with CAC and select "My Performance"						
	Individual Development Plan	Complete IDP using Army Career Tracker (ACT)		Supervisor/Employee		
ACTEDS Training Catalog is available through ACT: https://actnow.army.mil/ – Select "Communities", "Communities", "Civilian", "Army Civilian Training and Leader Development". PDF file at bottom of page.						
	CES Status	Review level of CES training		Supervisor/Employee		
Register for required Civilian Education System training: https://www.atrrs.army.mil/channels/chrtas/student/main.aspx CES Training: _____ Supervisor Approval: _____ Supervisor: _____						
	COVID-19	Review procedures / protocols		Supervisor/Employee		
Complete and return to your supervisor: https://intranet.ent.southcom.mil/sites/usag/DHR/dl03/COVID-19						
18	LRC-Miami Property Book Office	a. Hand Receipt Holder Appointment Letter b. Perform 100% Inventory c. CHRH Briefing	8900 NW 35 th Lane, Doral, FL 33172	Supervisor provides to: Katherine Hernandez, x2706 ** Waiver required for <GS12		
19	DFMWR/ACS	Sign up for Newcomers Orientation	Rm E2005	Tony Randall, x2726 https://www.southcom.mil/Newcomers/		
20	Inbrief with Director	Review of Checklist		Director/Employee (Coord. by sponsor)		
21	Inbrief with Garrison Manager	Schedule with Executive Officer	Rm E2044	Gisela Bibbo, x3560		

EMPLOYEE SIGNATURE:		DATE:
SUPERVISOR SIGNATURE:		DATE:
***Submit completed In-Processing checklist to the DHR (Rm E2066) where it should be retained on file.		
DHR SIGNATURE:		DATE:



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TRAINING LINKS: For ALMS classes, login to AKO (<https://amid.us.army.mil/>). Use navigation headers on your home page.

- Sexual Harassment/Assault Response and Prevention Program (SHARP): <http://www.sexualassault.army.mil>
- OPSEC Training: https://jkodirect.iten.mil/html/COI.xhtml?course_prefix=EUC&course_number=-ECJ6-110-N
- Cyber Awareness (Course #US1364-20): <https://jko.iten.mil/southcom>
- Suicide Prevention Awareness (Course # JS-US006C): <https://jko.iten.mil/southcom>
- Substance Abuse (Course # JS-US011): <https://jko.iten.mil/southcom>
- Anti-Terrorism: https://jkodirect.iten.mil/html/COI.xhtml?course_prefix=JS&course_number=-US007
- Safety: <https://safety.army.mil/TRAINING-COURSES/Online-Training>
- Ethics: <https://www.jagcnet2.army.mil/ethicstraining>
- No FEAR: <https://www.atrrs.army.mil/selfdevctr>
- OPEX (Customer Service Excellence Training): <https://intranet.ent.southcom.mil/sites/usag/pl01/USAG-Miami%20Event%20Tracker.aspx>